

PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT & REGION/STATE FESTIVALS

Host Director, Student Housing Guidelines

1. The host director shall obtain a list of participant names and phone numbers, as well as the parents/guardian's names, of those who will require housing while participating in a District or Region/State Festival.
2. The host director shall request volunteer families to house these students for the duration of the festival.
 - a. Host housing applications will be given to volunteers.
PMEA Application will clearly state requirements of host families.
 - b. Families shall be accepted in the following order:
 1. Families of current band/orchestra/choir members
 2. Known families of band/orchestra/choir member alumni
 3. Families known to PTA/PTO organizations within the school district
 4. Other families which are well known to host director and/or host school authorities.
 5. Families not known to host director and/or other host school administrators will be required to have references from two families who are known to the host director and/or administrator.
3. In the event enough housing is not secured:
 - a. Students will be housed on the basis of geographic location (i.e. those living farthest from the school will be accommodated first)
 - b. Accommodations could be sought in local hotels with directors or their designees serving as chaperones and providing transportation.
 - c. Arrangements could be made by their director for a mini-bus from their home school district to transport them daily.
 - d. Host could accept a completed Housing Waiver Form. Participating students could stay at home on the condition that their parents will be responsible for seeing to it that their son/daughter **will be present and on time for all scheduled festival functions.**
4. Host family applications should be reviewed jointly by the host director and host principal or administrator.
 - a. Applications should be screened by this panel for any known problems.
 - b. Applicants should only house same sex students.
 - c. If Host Director has any concerns, the list of potential host families could be shown to

local law enforcement authorities requesting that they alert festival personnel regarding any known problems.

d. Host families should be prepared to house at least two students.

5. The following information should be made available to host families prior to the festival.
 - a. Student information (student names, home phone numbers, parents /guardians' names, home school and director name)
 - b. Host school information (phone numbers where host director and housing coordinator can be reached 24 hours a day).
 - c. Written thank you letter from the host director after the festival as well as tickets to a concert with initial information.

6. Directors should receive one week before the festival:
 - a. Host family's name, address and phone number. This information should be left with their parent/guardian in case of emergency.
 - b. Host school information (phone number, address, names of director, administrator and PMEA Official(s) who will be responsible on site.)
 - c. Host director and/or PMEA official phone number which can be reached 24 hours a day.

This information should be kept with the student throughout the festival.

7. A PMEA Official or host director should speak with the students frankly regarding their housing experiences on a daily basis. Students should be asked to report any improprieties or problems. They should be encouraged to speak with a PMEA official ASAP if any of these situations take place, even if it is the middle of the night.